

## Requesting Letters of Recommendation in Naviance

To Access Naviance, go to <https://student.naviance.com/byramhills> or scan the following QR code:



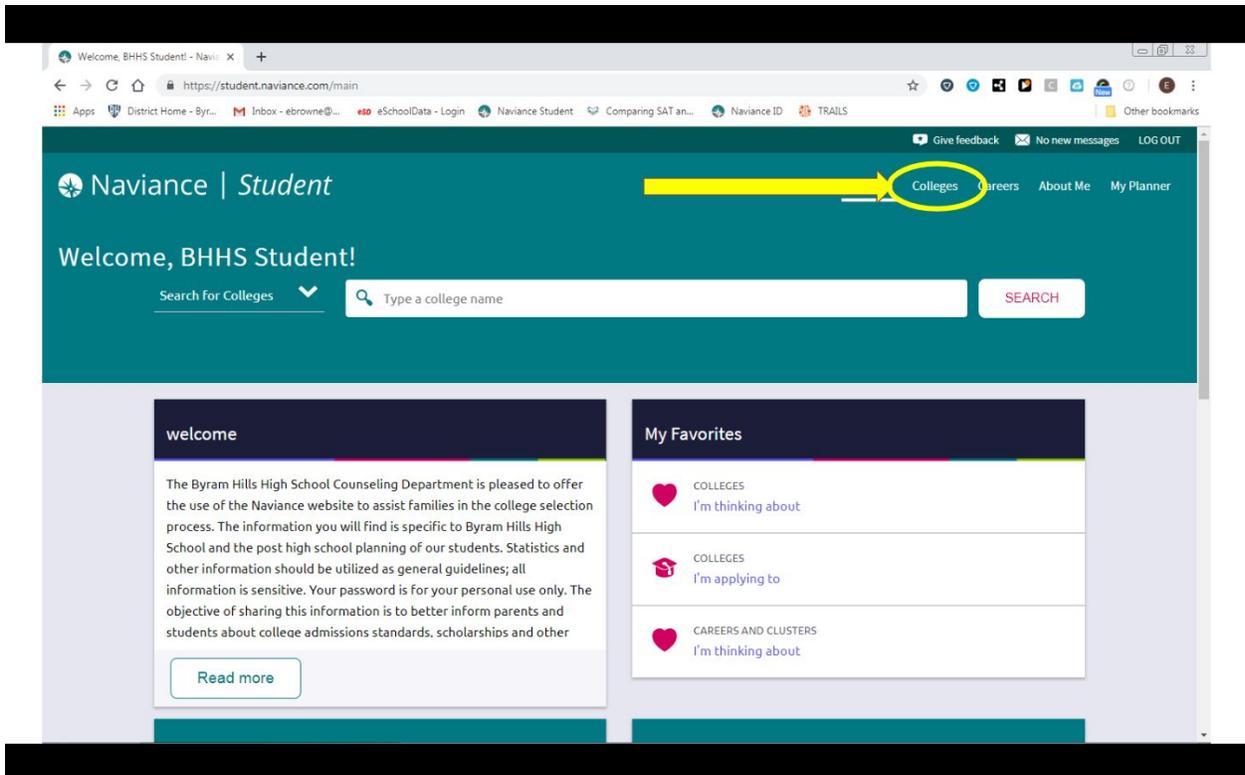
Username:

- Full School Email:
- lastnamefirstinitialgradyear@byramhills.net
  - Example: John Doe, Class of 2020
  - doej20@byramhills.net

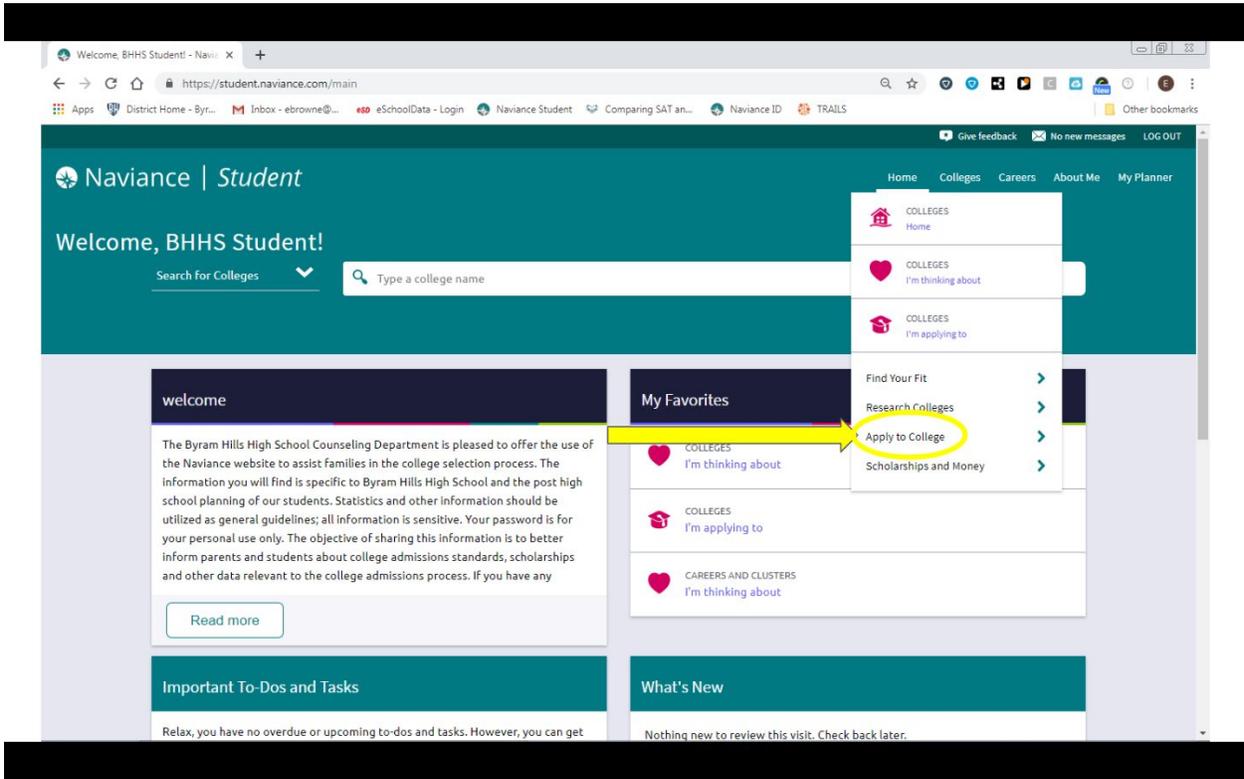
Password:

- Your password is the password you chose when you registered.
- If you do not remember your password, you can click on the “forgot password” feature or you can see your school counselor to have it reset.

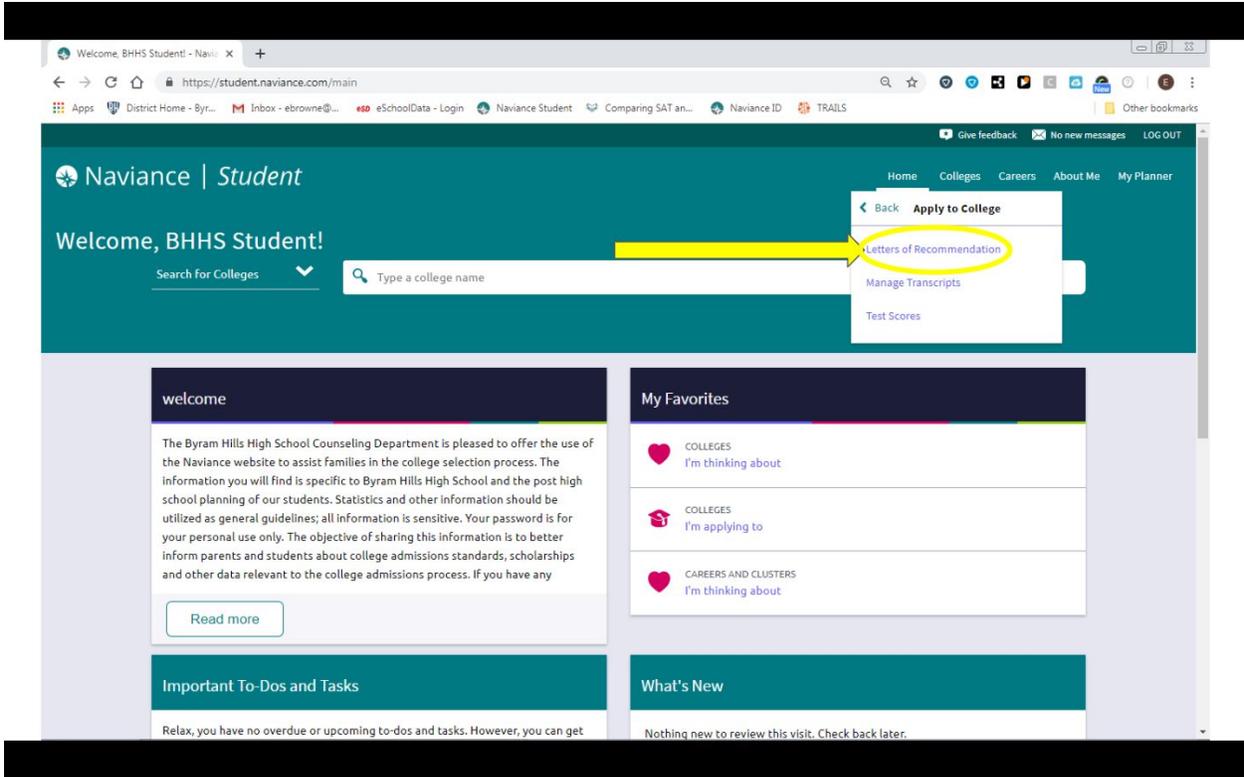
Once you are on the home page for Naviance, click on **COLLEGES** on the top right



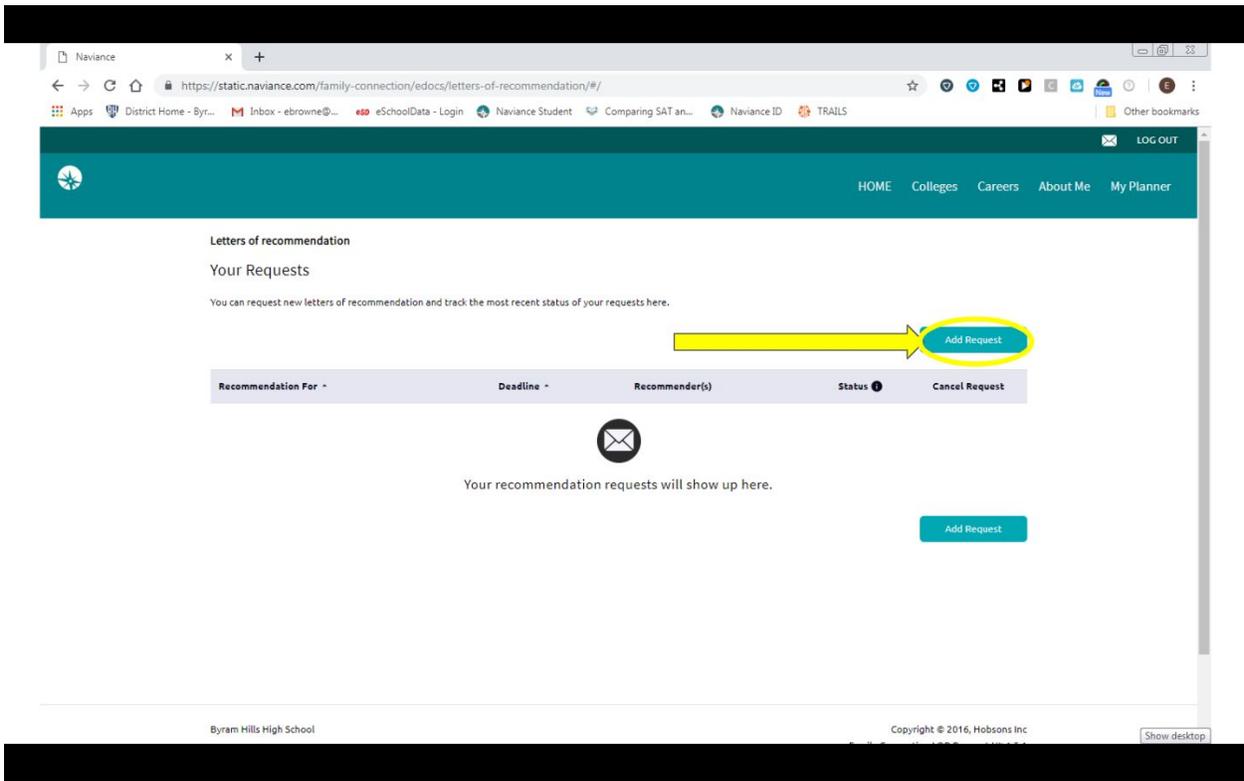
# Under **APPLY TO COLLEGE**



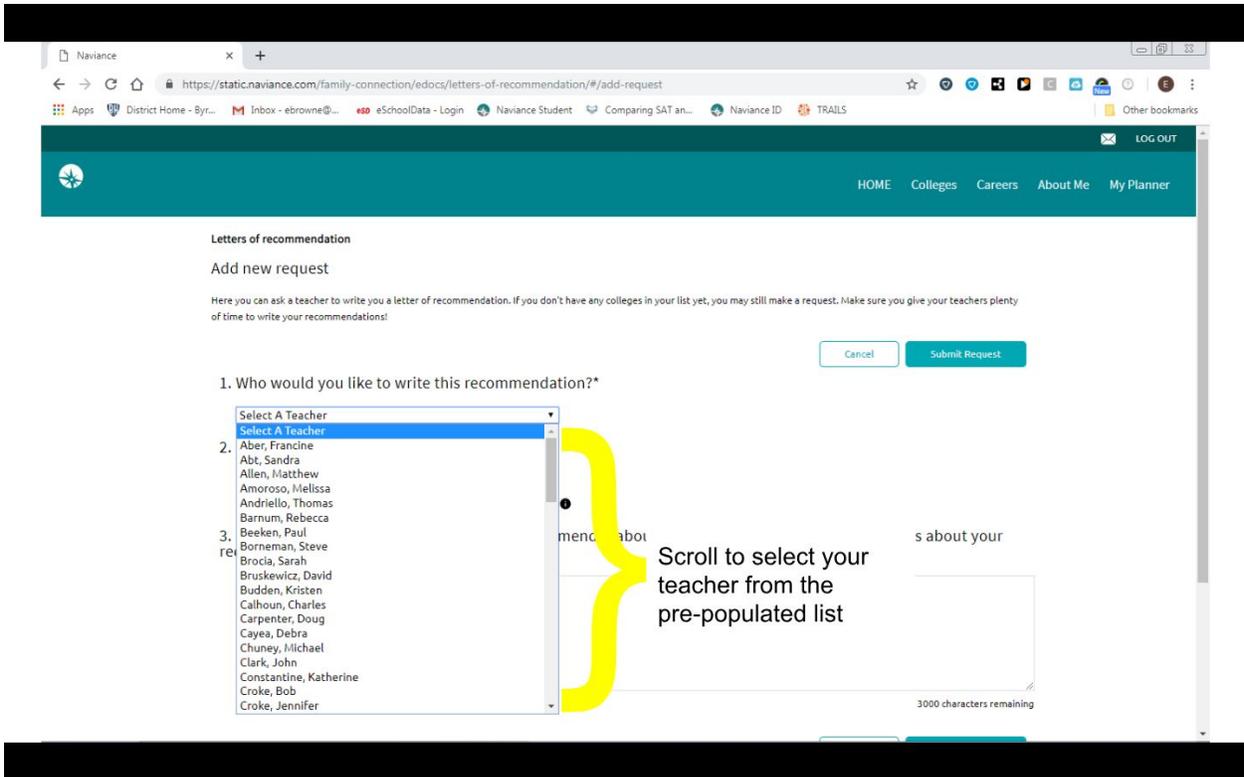
# You will see a link for **LETTERS OF RECOMMENDATION**



# Select ADD REQUEST



From the dropdown, select your teacher from the pre-populated list:



**\*\*IMPORTANT\*\*** **ALWAYS** select to choose specific colleges from your *Colleges I'm Applying to List*

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel Submit Request

1. Who would you like to write this recommendation?\*

Hubbs, David

2. Select which colleges this request is for:\*

Choose specific colleges from your Colleges I'm Applying To list

Colleges	Due
<input type="checkbox"/> Binghamton University - SUNY -- required / 1 allowed / 0 requested	Jan 15 2020
<input type="checkbox"/> University of Michigan-Ann Arbor 1 required / 4 allowed / 0 requested	Feb 01 2020
<input type="checkbox"/> University of Wisconsin-Madison 1 required / 2 allowed / 0 requested	Feb 01 2020

All current and future colleges I add to my Colleges I'm Applying To list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your

Be sure to pay attention to the number of allowed letters as well as the required number of letters and meeting all requirements

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# Select SUBMIT REQUEST

Letters of recommendation

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Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

1. Who would you like to write this recommendation?\*

Hubbs, David

2. Select which colleges this request is for:\*

Choose specific colleges from your Colleges I'm Applying To list

Colleges	Due
<input checked="" type="checkbox"/> Binghamton University - SUNY -- required / 1 allowed / 0 requested	Jan 15 2020
<input checked="" type="checkbox"/> University of Michigan-Ann Arbor 1 required / 4 allowed / 0 requested	Feb 01 2020
<input checked="" type="checkbox"/> University of Wisconsin-Madison 1 required / 2 allowed / 0 requested	Feb 01 2020

All current and future colleges I add to my Colleges I'm Applying To list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your

Once you submit successfully, you will see the green banner at the top of your screen indicating that your recommendations have been sent

Way to go! David Hubbs will be notified of this recommendation request for 3 colleges.

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
Binghamton University - SUNY -- required / 1 allowed / 1 requested	Jan 15 2020	David Hubbs	Requested	X
University of Michigan-Ann Arbor 1 required / 4 allowed / 1 requested	Feb 01 2020	David Hubbs	Requested	X
University of Wisconsin-Madison 1 required / 2 allowed / 1 requested	Feb 01 2020	David Hubbs	Requested	X

Add Request

Byram Hills High School

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If you submit a request in error, you can cancel the request by clicking the **X** in the row for specific school(s) you wish to cancel

Way to go! David Hubbs will be notified of this recommendation request for 3 colleges.

Letters of recommendation

Your Requests

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Binghamton University - SUNY -- required/ 1 allowed/ 1 requested	Jan 15 2020	David Hubbs	Requested	X
University of Michigan-Ann Arbor 1 required/ 4 allowed/ 1 requested	Feb 01 2020	David Hubbs	Requested	X
University of Wisconsin-Madison 1 required/ 2 allowed/ 1 requested	Feb 01 2020	David Hubbs	Requested	X

Byram Hills High School

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Confirm your request to cancel

Way to go! David Hubbs will be notified of this recommendation request for 3 colleges.

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
Binghamton University - SUNY -- required/ 1 allowed/ 0 requested	Jan 15 2020	David Hubbs	Cancelled	X
University of Michigan-Ann Arbor 1 required/ 4 allowed/ 1 requested	Feb 01 2020	David Hubbs	Requested	X
University of Wisconsin-Madison 1 required/ 2 allowed/ 1 requested	Feb 01 2020	David Hubbs	Requested	X

You are about to cancel your request for David Hubbs to write a letter of recommendation for University of Michigan-Ann Arbor.

Confirm cancel request

You will receive a green banner confirming the request cancellation

The screenshot shows the Naviance website interface. At the top, there is a navigation bar with links for HOME, Colleges, Careers, About Me, and My Planner. Below this, a green banner displays the message: "Way to go! David Hubbs will be notified of this recommendation request for 3 colleges." The main content area is titled "Letters of recommendation" and "Your Requests". It includes a table with columns for Recommendation For, Deadline, Recommender(s), Status, and Cancel Request. The table lists three requests: Binghamton University - SUNY (Cancelled), University of Michigan-Ann Arbor (Cancelled), and University of Wisconsin-Madison (Requested). A yellow arrow points to a green banner below the table that reads: "Success! Your request for David Hubbs to write a letter of recommendation for University of Michigan-Ann Arbor has been cancelled." There are "Add Request" buttons at the bottom of the table and a "Show desktop" link in the bottom right corner.

### Some important notes about requesting letters of recommendation:

- ★ After you have made your initial request for your letter(s) of recommendation you will REPEAT the process to request letter(s) from your second teacher
- ★ Each time you complete this process: **you must** select to choose specific colleges from your *Colleges I'm Applying To* list
  - This assures that you have selected the correct teacher for each school and that you are adhering to the proper number of allowed and required recommendations
- ★ If/when you choose to add more schools to your list of *Colleges I'm Applying To* - you **must** remember to request the necessary letters of recommendation for the additional school(s)

### Important notes about cancellations

- ★ Any request made in error requires an **immediate** cancellation
- ★ If a request is not cancelled in a timely manner it may result in the letter being sent
  - Once requests are fulfilled (letters are submitted) they cannot be retracted/replaced